

**CONTRACT DATA REQUIREMENT LIST**

Form Approval OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.: 0001  
 B. EXHIBIT .....  
 C. CATEGORY.....  
 D. SYSTEM/ITEM.....: Lightweight Materials for 21<sup>st</sup> Century Trucks  
 E. CONTRACT/PR NO.: DAAE07-00-  
 F. CONTRACTOR.....: National Academy of Sciences, National Research Council

1. DATA ITEM NO. ....: A001  
 2. TITLE OF DATA ITEM: Contractor's Progress, Status, and Management Report  
 3. SUBTITLE .....  
 4. AUTHORITY .....: DI-MGMT-80227 (T) SEE BLK 16  
 5. CONTRACT REFERENCE: Section C.7.1  
 6. REQUIRING OFFICE .....: AMSTA-TR-N  
 7. DD250 REQ .....LT..... :  
 8. APP CODE ..... :  
 9. DIST. STATEMENT REQUIRED.:  
 10. FREQUENCY .....: Quarterly  
 11. AS OF DATE .....:  
 12. DATE OF FIRST SUB.: 90 DAC  
 13. DATE OF SUBS. SUB.: See Blks 10 & 16  
 14. DISTRIBUTION A. ADDRESSEES  
 AMSTA-TR-N, furmanv@tacom.army.mil  
 AMSTA-CM-CLGA, lambertk@tacom.army.mil  
 B. COPIES: DRAFT FINAL  
 15. TOTAL: 2

16. REMARKS: Report shall contain the information requested in para. C.7.1 of the Scope of Work and be submitted in an electronic format compatible with TACOM Systems Test-based MS Word Version is acceptable). To be delivered within 10 days of the end of each quarter.  
 DID has been tailored as follows: DELETE 10.3(g), (i), (j), (k), (l) and (p).

17. PRICE GROUP: 18. ESTIMATED TOTAL PRICE :  
 1. DATA ITEM NO. ....: A002  
 2. TITLE OF DATA ITEM: Conference/Committee Minutes  
 3. SUBTITLE .....  
 4. AUTHORITY .....: DI-ADMN-81250A(T)  
 5. CONTRACT REFERENCE:: Section C.7.2  
 6. REQUIRING OFFICE .....: AMSTA-TR-N  
 7. DD250 REQ .....LT..... :  
 8. APP CODE .....:  
 9. DIST. STATEMENT REQUIRED.:  
 10. FREQUENCY .....: One Time After  
 Each Closed Session Mtg  
 11. AS OF DATE : Contract Award Date  
 12. DATE OF FIRST SUB: See BLK 16  
 13. DATE OF SUBS. SUB.: See Blks 10 & 16  
 14. DISTRIBUTION A. ADDRESSEES  
 AMSTA-TR-R, furmanv@tacom.army.mil  
 AMSTA-CM-CLGA, lambertk@tacom.army.mil  
 B. COPIES: DRAFT FINAL  
 15. TOTAL: 2

16. REMARKS: Report shall contain the information requested in para. C.7.2 and be submitted in an electronic format compatible with TACOM systems (text based MS Word version is acceptable). Minutes of closed sessions can be submitted in the standard Format used by the Academy  
 To be delivered within 14 days after each closed session meeting.  
 DID has been tailored as follows:  
 Changed title of DID to Conference/Committee Minutes  
 DELETE 10.2(a) – 10.2(f)

17. PRICE GROUP: 18. ESTIMATED TOTAL PRICE:  
 1. DATA ITEM NO. ....: A003  
 2. TITLE OF DATA ITEM: Scientific & Technical Reports  
 3. SUBTITLE .....  
 4. AUTHORITY.....: DI-MISC-80711(T)  
 5. CONTRACT REF.....: Section C.7.3  
 6. REQUIRING OFFICE: AMSTA-TR-VP  
 7. DD250 REQ .....: DD  
 8. APP CODE .....:  
 9. DIST. STATEMENT REQUIRED.:  
 10. FREQUENCY .....: One Time  
 11. AS OF DATE .....:  
 12. DATE OF FIRST SUB.: See Blk 16  
 13. DATE OF SUBS. SUB.: See Blks 10 & 16  
 14. DISTRIBUTION A. ADDRESSEES  
 AMSTA-TR-N, furmanv@tacom.army.mil  
 AMSTA-CM-CLGA, lambertk@tacom.army.mil  
 B. COPIES DRAFT FINAL  
 15. TOTAL: 2

16. REMARKS: Report shall contain the information requested in para. C.7.3 and be submitted in an electronic format compatible with TACOM systems (text based MS Word Version is acceptable) in the standard format of the National Academies as produced by the National Academies Press. Final Report due prior the end of the 15 month period of performance.

17. PRICE GROUP: 18. ESTIMATED TOTAL PRICE:  
 1. DATA ITEM NO. ....:  
 2. TITLE OF DATA ITEM:  
 3. SUBTITLE .....  
 4. AUTHORITY.....:  
 5. CONTRACT REF.....:  
 6. REQUIRING OFFICE :  
 7. DD250 REQ ..... :  
 8. APP CODE .....:  
 9. DIST. STATEMENT REQUIRED.:  
 10. FREQUENCY .....:  
 11. AS OF DATE .....:  
 12. DATE OF FIRST SUB.:  
 13. DATE OF SUBS. SUB.:  
 14. DISTRIBUTION - A. ADDRESSEES  
 B. COPIES: DRAFT FINAL

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE Contractor's Progress, Status and Management Report		2. IDENTIFICATION NUMBER DI-MGMT-80227(T)	
3. DESCRIPTION/PURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.			
4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPANAR	6a. DTIC REQUIRED	6b. GDSR REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> - This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> - <del>This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.</del> 10.3 <u>Content</u> - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; <del>g. Cost curves showing actual and projected conditions throughout the contract;</del> <del>h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date;</del> <del>i. Person-hours expended for the reporting period and cumulatively for the contract;</del> <del>j. Any trips and significant results; (cont. on page 2)</del>			

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
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10. PREPARATION INSTRUCTIONS (Cont'd)

- ~~k. Record of all significant telephone calls and any commitments made by telephone;~~
- ~~l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;~~
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- ~~p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.~~

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE <i>Conference Minutes Committee Minutes</i>			2. IDENTIFICATION NUMBER <i>DI-ADMN-81250A(T)</i>	
3. DESCRIPTION / PURPOSE  3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.				
4. APPROVAL DATE (MM/DD)  931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP  7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.  7.2 This DID supersedes DI-ADMN-81250.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  F6969
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . Contractor format is acceptable.  <del>10.2 <u>Content</u>. The minutes shall include the following information:</del>  <div style="margin-left: 20px;"> <del>a. A title page containing the following:</del>  <del>(1) Title - type of meeting and date.</del>  <del>(2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.</del>  <del>(3) Space for signatures of the designated representatives of the contractor and acquisition activity.</del>  <del>(4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.</del>   <del>b. The purpose and objective of the conference.</del>   <del>c. The conference location.</del>   <del>d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.</del> </div>				
(Continued on Page 2)				
11. DISTRIBUTION  DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

**Block 10, Preparation Instructions (Continued)**

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- ~~e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.~~
- f. Action items resulting from the conference.

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
1. TITLE <b>Scientific and Technical Reports</b>		2. IDENTIFICATION NUMBER <b>DI-MISC -80711 (T)</b>	
3. DESCRIPTION/PURPOSE <b>3.1 Scientific and Technical Reports describe and disseminate to the analytical, scientific and technical community the precise nature and results of analytical studies, research, development, test and evaluation (RDT&amp;E) on an assigned task(s). Scientific and Technical Reports may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.</b>			
4. APPROVAL DATE (YYMMDD) <b>881202</b>	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) <b>S/DD</b>	6a. DTIC APPLICABLE <b>X</b>	6b. GDSF APPLICABLE
7. APPLICATION/INTERRELATIONSHIP <del>7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract.</del> <del>7.2 This DID is applicable to the organization, preparation and production of technical publications.</del> <del>7.3 This DID supersedes ODI-S-232726, DI-S-4857 and DI-S-3591A.</del> <b>7.4 Defense Technical Information Center (DTIC) Cameron Station Alexandria, VA 22304-6145</b>			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS <b>SF 298</b>	9b. AMSC NUMBER <b>S4578</b>
10. PREPARATION INSTRUCTIONS <del>10.1 Reference document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.</del> <del>10.2 Document format shall be in accordance with ANSI Z39.18 Scientific and Technical Reports: Organization, Preparation and Production.</del> <del>10.3 Document content shall be clearly written, describe accomplishments and other facts adequately and with no technical errors, and be acceptable for release. If Scientific and Technical Reports when sent to DTIC are marked unclassified unlimited they should be accompanied by a letter certifying that they have been cleared for public release and sale, to include foreign nationals.</del>  <b>Report shall be issued in the standard Format of the National Academies as produced by the National Academies Press.</b>			
11. DISTRIBUTION STATEMENT  <b>DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.</b>			